

2015

Kentucky Emergency
Response Commission

Kentucky Emergency
Management



COMMONWEALTH OF KENTUCKY'S - EPCRA "HOW TO COMPLY" PACKET

This Packet describes the steps required to be compliant with Kentucky and EPCRA regulations for the calendar year 2015. All owners or operators of facilities that are subject to the OSHA Hazard Communication Standard; use, produce, and/or store a Hazardous Chemical and/or an "Extremely Hazardous Substance" (EHS); in excess of the "Threshold Quantity" (TQ) must report as described.

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Who Must Comply?

The owner or operator of a facility must submit a tier2 report when all of the following conditions are met:

- 1) Facility is subject to the OSHA Hazard Communication Standard; and
- 2) Facility uses, produces, and/or stores a Hazardous Chemical and/or an "Extremely Hazardous Substance" (EHS); and
- 3) The quantity of one of these Hazardous Chemicals or Extremely Hazardous Substances is in excess of the "Threshold Quantity" (TQ).

TQ for Hazardous Chemicals

If your facility stores or uses more than 10,000 pounds of any one hazardous chemical or a mixture containing the TQ of a hazardous chemical at your facility, at any one point in time, on any one given day (24 hours), as defined by the OSHA Hazard Communication Standard.

Hazardous Chemicals cannot be found on any single list. The term "Hazardous Chemical" refers to any chemical, element, chemical compound(s), or mixture(s) of elements and/or compounds with "hazardous" characteristics.

The five hazardous characteristics are:

- acute (toxicity)
- chronic (toxicity)
- fire (flammability)
- reactive
- sudden release of pressure

If a chemical exhibits one or more of these characteristics it is considered to be a Hazardous Chemical. Similarly, if a formulation of several chemicals exhibits one or more of these characteristics, the formulation is a hazardous chemical. If you have any chemicals covered by the OSHA Hazard Communications Standard, those chemicals are also regulated under EPCRA. The characteristics of a chemical or compound and its reporting requirements can be identified from its OSHA Safety Data Sheet (SDS), formerly called a Material Safety Data Sheet (MSDS).

TQ for Extremely Hazardous Substances (EHS)

If your facility stores or uses more than 500 pounds of any one Extremely Hazardous Substance or the listed Threshold Planning Quantity (TPQ), whichever is less. Examples include, but are not limited to, chlorine, ammonia, sulfuric acid, hydrofluoric acid, nitric acid. NOTE: there are 474 EHSs of which 80 have TPQ less than 500lbs. Please refer to the List of Lists, October 2012 Version, for a complete list of all EHSs.

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List of Lists – October 2012 Version

The Consolidated List of Chemicals Subject to the Emergency Planning and Community Right-to-Know Act (EPCRA), Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) and Section 112(r) of the Clean Air Act (CAA) - also known as the List of Lists - was prepared to help firms handling chemicals determine, for a specific chemical, whether they may be subject to the following reporting requirements:

- Emergency planning notification under EPCRA section 302 (40 CFR Part 355)

- Emergency release notification under EPCRA section 304 (40 CFR Part 355)

- Toxic chemical release reporting under EPCRA section 313 (40 CFR Part 372)

- Hazardous substances release notification under CERCLA sections 102-103 (40 CFR Part 302)

- Accidental release prevention requirements under CAA 111(r) (40 CFR Part 68)

These lists should be used as a reference tool, not as a definitive source of compliance information. Refer to the requirements in the appropriate part of the Code of Federal Regulations (CFR).

The List of Lists is available at: www.epa.gov/emergencies/tools.htm#lol in several formats:

- Searchable EPCRA/CERCLA/CAA §112(r) Consolidated List of Lists database

- Adobe PDF – EPCRA/CERCLA/CAA §112(r) Consolidated List of Lists – October 2012

- Microsoft Excel – EPCRA/CERCLA/CAA §112(r) Consolidated List of Lists – October 2012

There are NO trade names on this list, only specific chemical names. The specific chemical names may appear in the list of active ingredients on the label of a trade-named product/material, or are stated on the SDS.

Calculation of Quantity in Storage

Step 1 Determine if you have a TQ

In order to determine if you have a Threshold Quantity (TQ), or the amount that triggers inventory reporting, of a Hazardous Chemical or Extremely Hazardous Substance you must first inventory your chemicals. If you are in compliance with the OSHA Hazard Communication Standard, you already have your Safety Data Sheets (SDS), formerly MSDS, gathered and know what chemicals you have. If you have not done this, you need to collect this information. NOTE: Facilities which have no SDS for a chemical, or have an MSDS which are being phased out for SDSs, should call their supplier and request a new one. Suppliers are required by law to provide updated copies on request.

Step 2 Determine amount in pounds

Determine how much (i.e. amount in pounds) of the Hazardous Chemical(s) or Extremely Hazardous Substance(s) your facility has on site. You may wish to create a spreadsheet that lists each trade name or pure substance you have in one column and the ingredients (composition) shown on the SDS in another column. In another column list the percent concentration for each ingredient on the SDS. For substances having a range of concentration use the maximum percentage shown. When two or more trade names or mixtures contain the same ingredient, list the amount of the ingredient in the same column to facilitate adding the quantities together. When your inventory is done, figure the ingredient weight in pounds and add the columns to give the total weight of each individual ingredient. **Any hazardous ingredient present in amounts of one percent or more in a mixture must be listed. If the chemical is a carcinogen (this should be listed on an SDS) it must be listed if present in excess of 0.1 percent.** These percentages are known as the de minimis concentrations. Hazardous ingredients must be listed whether they are active or inert. Examples of inert hazardous ingredients include flammable or toxic solvents used as a carrier, compressed gas as a propellant, and contaminants.

All amounts must be calculated in pounds. To convert gas or liquid volume to weight in pounds, multiply the volume amount by the specific gravity factor. For pure substances the total weight is determined by adding together the weight of each container of the substance. There are two options to use when calculating your chemical inventory for mixtures:

1. Report the weight of the entire mixture as a whole or
2. Only report the portions of the mixture that is a hazardous material. This is done by multiplying the weight of the chemical by the percent concentration of the chemical.

Example: A forklift battery with an electrolyte containing 70% sulfuric acid may have a total weight of 1000 pounds. The sulfuric acid may be reported either as 1000 pounds or as 0.70×1000 pounds = 700 pounds. Either number would still need to be multiplied by the total number of forklift batteries at the facility to report the total amount of sulfuric acid for the facility.

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Exemptions

- (1) Any food, food additive, color additive, drug, or cosmetic regulated by the Food and Drug Administration.
- (2) Any substance present as a solid in any manufactured item to the extent exposure to the substance does not occur under normal conditions of use.
- (3) Any substance to the extent it is used for personal, family or household purposes, or is present in the same form and concentration as a product packaged for distribution and use by the general public.
- (4) Any substance to the extent it is used in a research laboratory or a hospital or other medical facility under the direct supervision of a technically qualified individual.
- (5) Any substance to the extent it is used in routine agricultural operations or is a fertilizer held for sale by a retailer to the ultimate customer.

Quantity Exception for Retail Petroleum Facilities

On February 11, 1999, the EPA issued a final rule raising thresholds that trigger SDS Section 311 reporting and Section 312 annual chemical inventory reporting (Tier2) under EPCRA for gasoline and diesel stored entirely in underground storage tanks at retail petroleum facilities that are in compliance with requirements for Underground Storage Tanks (UST). The final rule promulgated threshold levels of 75,000 gallons or 475,250 lbs for gasoline and 100,000 or 730,000 lbs for diesel fuel.

Facility Confidential Location

EPCRA allows the exact location of hazardous substances at a facility to be kept confidential. Facilities wishing to keep this information confidential must download and complete the Tier2 Inventory Confidential Location Form (PDF) from the kyem.ky.gov website and email to tier2kyem@gmail.com. Subject line of email must include Tier2 Online Submission Invoice Number or Confirmation Number (you will be given this number when submission process is complete and all associated fees have been paid).

Trade Secret

Do not check the "Trade Secret" box unless you have received approval from the US Environmental Protection Agency (EPA). The KERK does not substantiate trade secret claims. If your trade secret claim is substantiated by EPA, you must submit a Sanitized Tier 2 report and EPA's confirmation of your claim to the KERK.

Forms and other information about how to report trade secrets must be obtained from the EPA at: <http://www2.epa.gov/epcra/substantiation-accompany-claims-trade-secrecy-under-epcra>. You may also contact the Emergency Planning and Community Right-to-Know Act (EPCRA) Call Center at: 800-424-9396 or by mail at: EPCRA Trade Secrets, Office of Emergency Management, USEPA Headquarters, William Jefferson Clinton Federal Building, 1200 Pennsylvania Avenue, N. W., **Mail Code:** 5104A, Washington, DC 20460.



COMMONWEALTH EMERGENCY RESPONSE COMMISSION (CERC)



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Commonwealth of Kentucky
Emergency Response
Commission – All Hazards

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*The Commonwealth Emergency
Response Commission (CERC),
pursuant to KRS Chapter 39E.010,
implements all provisions of
Title III, Pub. L. No. 99-499,
associated federal regulations,
and subsequent related legislation
and regulations related to hazardous
substances.*

*All recognized Local Emergency
Planning Committees (LEPC's)
shall be considered as agents of
the state for all purposes.*

CERC Policy 004-2013

Tier2 Reporting Requirements

It shall be Commonwealth Emergency Response Commission (CERC) policy, beginning January 1, 2014, to require that all facilities within the Commonwealth of Kentucky, subject to Emergency Planning and Community Right-To-Know Act (EPCRA) sections 311-312, file tier2 reports and pay all associated fees electronically in accordance with KYEM's annually published "EPCRA - How to Comply Packet".

Those facilities which submit paper documents, either reporting forms or payment, shall have those documents marked "Returned to Sender" and classified as non-compliant. Furthermore, if a facility remains non-compliant they shall be subject to the maximum penalty allowable, as stated in KRS 39E.990.

This policy was voted on and approved by the CERC Board of Commissioners at the September 17th, 2013 meeting.

I, the undersigned, certify that all the information is true and accurate.

Michael A. Jones, Interim Chairman
Commonwealth Emergency Response Commission

7 Oct 13

Date

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Kentucky Tier2 Reporting Fee Schedule

Reporting Dates

Tier2 reporting is required each year between January 1 and March 1. Submissions filed after the March 1st deadline will be classified as late and, Per KRS 39E.990, may be assessed a civil penalty and/or fined a minimum of two hundred and fifty dollars. Each day upon which the violation occurs shall be considered a separate violation and a separate civil penalty may be imposed.

Electronic Payment

Beginning January 1, 2014, all Kentucky facilities are required to file tier2 reports and pay all associated fees electronically in accordance with KYEM's annually published "EPCRA - How to Comply Packet". A processing fee will be charged automatically and included with the online payment submission.

Fees

Fees shall be payable in accordance with the schedule listed below except the same owner or owners of two or more facilities in a single county subject to paying a fee shall pay a fee not to exceed \$250 for all those facilities in that county.

Facility "Category" Definitions

Category One Facility - \$0

Any facility owned or operated by local, state or federal government. Category One facilities are exempted from paying any fee in accordance with KRS 39E.050. This exemption applies solely to fees and does not exempt any Category One Facility from reporting requirements.

Category Two Facility - \$40

Any facility that has ten thousand (10,000) pounds and not more than four hundred ninety nine thousand, nine hundred ninety nine (499,999) pounds of each of ten (10) or fewer hazardous substances at any time during the calendar year. The combined total of all hazardous substances shall not exceed four hundred ninety nine thousand, nine hundred ninety nine (499,999) pounds.

Category Three Facility - \$250

Any facility that has ten thousand (10,000) pounds or more of each of eleven (11) or more hazardous substances. The combined total of all hazardous substances shall not exceed four hundred ninety nine thousand, nine hundred ninety nine (499,999) pounds.

Category Four Facility - \$250

Any facility that has a total inventory of over four hundred ninety nine thousand, nine hundred ninety-nine (499,999) pounds of hazardous substances.

Category Five Facility - \$250

Any facility that has an Extremely Hazardous Substance listed in 40 CFR 355 as amended (EPA's list of Extremely Hazardous Substances) in excess of the threshold planning quantity or 500lbs whichever is less.

Step By Step Tier2 Online Reporting Instructions

Before You Begin

Tier2 Submit Software

The Tier2 Online Submission process requires using the EPA's Tier2 Submit program. The "Tier2 Submit 2014 Software" is available at: <http://www2.epa.gov/epcra-tier-i-and-tier-ii-reporting/tier2-submit-software>. After downloading the program, complete the required information and save the file to a location on your computer. You will upload this file later to the KYEM Online Tier2 Submission page.

Tier2 Submit was developed by NOAA and EPA and is now maintained by the Risk Management Plan (RMP) Reporting Center. If you have any problems downloading a copy of Tier2 Submit or for technical support, contact the RMP Reporting Center (RMPPRC@epacdx.net) or call (703) 227-7650. The RMP Reporting Center is staffed on weekdays from 8 AM to 4:30 PM, Eastern Time.

What's changed (for Kentucky) in Tier2 Submit 2014?

There are a few minor changes within Tier2Submit2014 that are specific to Kentucky.

In the facilities section:

- Facilities are required to identify the county the facility is located in
- Facilities are required to identify which category the facility is; descriptions listed on page 10 in this manual.
- Facilities are required to identify if the facility is owned or operated by a local, state, or federal government (check yes or no)
- Facilities are required to list the total number of chemicals reported and total poundage for all chemicals (Tier2Submit2014 program will auto calculate both of these fields, simply enter all chemical inventory data then return to facilities State Fields Tab and click the auto-calculate button).

In the Chemicals in Inventory section:

- Facilities are required to enter Max Daily Amount, Average Daily Amount, and Max amount in largest container for every chemical.

FAQ – Tier2 Chemical Inventory Reporting (EPCRA 312)

The EPA manages a Frequently Asked Questions (FAQ) page on their website:

<http://emergencymanagement.supportportal.com/link/portal/23002/23016/ArticleFolder/750/Tier-II-Chemical-Inventory-Reporting-EPCRA-312>

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Reporting Multiple Facilities

Only one file may be uploaded per Tier2 Submission. Fees are calculated automatically during the Online Submission process. The owner of two or more facilities in a single county subject to paying a fee shall pay a fee not to exceed \$250 for all those facilities in that county. Therefore it is imperative that you ensure that all of the facilities for which you are reporting are included in one .t2s files created in the EPA's Tier2Submit2014 program.

Saving your Tier2 Report

After completing the required facility and chemical information select "Create Submission" from the FILE dropdown menu found in the top left hand corner of your screen. Select ALL Records. Click "Start Submission Validation". Validation Check Status must be PASSED. Save the file to your computer. Be sure to remember the location as you will upload this file later to the KYEM Online Tier2 Submission page.

To save tier2 report in a .t2s format:

1. Click "File" dropdown menu
2. Select "Create Submission" & select "All Records"
3. Click "Start Submission Validation"
4. Select "Create Electronic Submission File" (**ONLY** if Validation Check Status: **PASSED**)

Passing Validation - If you see the following: **PASSED** (but see notes in report) or **FAILED** there is incomplete or inaccurate information within your Tier2 Report and you must click View Validation Report. View the report. Each facility that has missing information or validation errors will be listed. All items contained within the Validation Report must be corrected. All reports submitted that do not completely pass validation will be invalid and marked by state officials as such. Invalid submissions will be classified as late and, per KRS 39E.990, may be assessed a civil penalty.

The screenshot shows the Tier2Submit2012 - [Tier2Navigator] window. The title bar includes "File", "Edit", "Scripts", and "Help". The main content area displays "Tier2 Submit Validation Check Status: PASSED (but see notes in report)". Below this is a "View Validation Report" button. The section "First check your state's submission requirements:" includes a "State Submission Requirements" button. The "Then select a submission method:" section lists three options: "Create Electronic File", "Create Complete Paper Report", and "Create Original-Style Paper Report". A "Cancel" button is at the bottom.

The screenshot shows the Tier2Submit2012 - [Tier2Navigator] window. The title bar includes "File", "Edit", "Scripts", and "Help". The main content area displays "Tier2 Submit Validation Check Status: FAILED". Below this is a "View Validation Report" button. The section "First check your state's submission requirements:" includes a "State Submission Requirements" button. The "Then select a submission method:" section lists three options: "Create Electronic File", "Create Complete Paper Report", and "Create Original-Style Paper Report". A "Cancel" button is at the bottom.

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Kentucky.gov Account

You must have an account with kentucky.gov in order to submit online and it may take several minutes for your password to be activated. You may obtain a free account from a link on the Tier2 Online Reporting homepage, or at:

<https://secure.kentucky.gov/g2p/KII.G2P.Portal.Web.Pages.SSO/Registration.aspx?hsid=>

Browser Requirements

It is required that you use Internet Explorer as your browser. Google Chrome, Opera, Firefox, and other browsers **will not** work with the current payment applications that are required to complete the Tier2 Submission process.

For older browser users, the website may indicate the site is not secure due to Microsoft's certificate policies; however, the registration site is secure and the Tier2 payment you will be making as part of the KYEM Online submission is also secure. For further information regarding this issue, please contact Kentucky.gov at <http://kentucky.gov/Pages/contact.aspx>. If a security certificate issue appears, please click "Continue to this website."

Payment Forms

Beginning January 1, 2014, all facilities are required to file tier2 reports and pay all associated fees electronically in accordance with KYEM's annually published "EPCRA - How to Comply Packet". A processing fee will be charged automatically and included with the online payment submission. Only two forms of payment are currently accepted: credit card (Master Card / Visa) and ACH (electronic checking or electronic savings).

Manual Reporting Procedures

Kentucky no longer accepts hard copy (paper) Tier2 reports or paper checks for the associated fees!

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The KYEM Online Tier2 Submission Process

- 1) Enter the following URL to access the online submission application:
<https://secure.kentucky.gov/kyem/tier2submission>
 - 2) Kentucky.gov User Login; enter your user name and password and click "Sign In!"
 - a) If you do not have a KY.GOV username and password register by clicking the "New User Registration" link and create a user name and password.
 - i) After completing required information click "Continue".
 - ii) Registration may take a few minutes to process.
 - iii) You may have to reenter the URL above and login to begin the Online Tier2 Submission process.
 - 3) Click the "Start" button.
 - 4) Review and verify or update the Tier2 Submitter Contact Information:
 - a. First Name **of Tier2 Report Submitter**
 - b. Last Name **of Tier2 Report Submitter**
 - c. Email **of Tier2 Report Submitter**
 - d. Daytime Telephone **of Tier2 Report Submitter**
 - e. Company Name **of Facility(ies) being reported**
- IMPORTANT:** The complete file upload history related to your ky.gov account can be viewed on this and following pages; click the "History" link located in the upper right-hand corner to view Submission History.
- a. Hyperlink in "file" column will allow you to download old tier2 files
 - b. Hyperlink in "status" column will allow you to download a receipt
 - c. "View Facilities" button will show list of facilities reported in file upload
- 5) Click "Save and Continue"
 - 6) Click "Browse" to find the file you created using the EPA's Tier2 Submit program and select the file by double-clicking it. **Please note:**
 - a) File must be in a .t2s format.
 - b) File cannot be larger than 20 Mb.
 - c) Only one file may be uploaded per Tier2 Submission; please ensure that all of the facilities for which you are reporting are included in one .t2s files created in the EPA's Tier2Submit2014 program.

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7) Choose "Upload Type"

- a) "New 2014 Submission" if this is your initial submission in 2015 and you have not yet paid fees.
- b) **"Update to a previously uploaded 2014 Submission"** only if the facility has already paid ALL 2015 fees. Full instructions are included within this packet; see Table of Contents for exact location.

8) Click "Upload"

- 9) Review and confirm facility information: name, address, city, state, county, and category for each facility contained within the file you uploaded. All information is pulled directly from the file you uploaded.

IMPORTANT: If ANY information is incorrect the electronic tier2 report (.t2s format) must be updated within the Tier2Submit2014 program, re-saved to your computer, and a new file must be uploaded to this website. Submitters CANNOT update information within the tier2 report during the submission process.

10) Click "Payment/Invoice Options"

- 11) Select checkout method. Your choices will depend on the content of the file you uploaded and the type of facilities you are reporting for. Government facilities will have only one option. Non-government facilities will have two options.

- a) Government Payment/Invoice options
 - i) Submit an Invoice, begins on step 32
- b) Non-government Payment/Invoice options
 - i) Pay via credit card, MasterCard or Visa **ONLY**, begins on step 13
 - ii) Pay via Checking or Savings Account (ACH), begins on step 22

12) Click "Proceed to Checkout"

- a) Pay via credit card, MasterCard or Visa **ONLY**, go to step 13 (page 16)
- b) Pay via Checking or Savings Account (ACH) go to step 22 (page 18)
- c) Submit an Invoice go to step 32 (page 20)

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Credit Card Payments

- 13) Review **ALL** fees located in box at upper right-hand corner of the screen. There is a facility charge ranging from \$40 - \$250 per facility. There is a \$250 cap on fees per county.
- 14) Enter the following Credit Card information, **ONLY** MasterCard or Visa will be accepted. All fees that are collected by KYEM via credit card will appear on the customer's monthly bill statement as **"Emerg MGMT 502-607-5712"**.
- a) Credit Card Number (Do not include spaces or dashes.)
 - b) Expiration Date (month / year)
 - c) Security Code (3 digit code CVV2 on the back of the credit card)
 - d) Cardholder's Name
 - e) Cardholder's Address 1
 - f) Cardholder's Address Line 2 (*not required*)
 - g) Cardholder's City
 - h) Cardholder's State (Defaults to Kentucky)
 - i) Cardholder's Zip code
- 15) Select "Next"
- 16) Review Credit Card Details:
- a) The total fee is correct; the fee will include a portal administration fee of \$2.00 per transaction plus an additional 3% for credit card transactions.
 - b) The Card Details (last four numbers of card and expiration date) and Cardholder Details (name and address). If either is incorrect, click the "Edit" link to the right of the section.
- 17) Select "Pay Now". **Please note: The service may take a few moments to process. Avoid clicking the "Pay Now" button multiple times to avoid duplication of payment.**
- 18) **Thank you for your payment!** Please print and save a copy of the receipt (with the Confirmation Number) for your records; it is proof of your completion of the State requirements for Tier2 Inventory Reports. There is the option to email a copy of the receipt from this page.
- 19) **Note: Submission to LEPC's and Fire Departments** - To meet all state and federal requirements a copy of the report must also be submitted annually to the Local Emergency Planning Committee (LEPC) for the County where the facility is located and the local Fire Department having jurisdiction for response to the facility. No fee is required to submit Tier2 reports to the LEPC or Local Fire Departments.
- a) Most, but not all LEPCs require electronic submission of Tier2 reports, a complete list "LEPC Tier2 Inventory Reporting Contact Information" can be found at the end of this packet.

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- i) For those LEPC's that require electronic submission: email Facility Name, Tier2 Contact Information, and the .t2s file created in the EPA's Tier2Submit2013 program. A downloadable version of this list that contains email hyperlinks can be found in the document library on the website <http://kyem.ky.gov/planning/sara>.
 - ii) For those LEPC's that do not require electronic submission: send Facility Name, Tier2 Contact Information, and a printed copy of your tier2 report via USPS or comparable mailing service.
- b) Fire Departments in KY still require a hard copy report.

20) Click "Continue"

21) **Thank You!** Click "Log Off"

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ACH Payments - Electronic Checking or Electronic Savings Accounts.

22) Answer "Yes" or "No" if the transaction is an International ACH Transaction. **NOTE:** International ACH transactions cannot be accepted.

- a) **YES**, if "Yes," please submit payment by an alternate method. It is the intent of the Commonwealth of Kentucky not to use the ACH system for transactions in violation of U.S. Law, including the sanctions administered by the Office of Foreign Assets Control (OFAC). It is also the intent of the agency to be in compliance with the "International ACH Transaction (IAT) rules" that are part of the NACHA Operating Rules. Accordingly, all payments made through this website/online application are intended only for payments not associated with a foreign bank account, which would classify it as an "International ACH Transaction (IAT)" under the NACHA Operating Rules.

Since this website's payment application does not accommodate IAT transactions, payors that would be considered an IAT payor should use some other method of remitting funds to the Commonwealth. Alternative forms of payment would include credit card.

- b) **NO**, if "No," you will automatically be moved to the next page.

23) Review **ALL** fees located in box at upper right-hand corner of the screen. There is a facility charge ranging from \$40 - \$250 per facility. There is a \$250 cap on fees per county.

24) Complete the following information on the ACH / Electronic Payment page:

- a) Account Type (Checking or Savings)
- b) Routing Number
- c) Verify Routing Number
- d) Account Number
- e) Verify Account Number
- f) Account Holder Name
- g) Account Holder Address
- h) Account Holder Address Line 2 (*not required*)
- i) Account Holder City
- j) Account Holder State (Defaults to Kentucky)
- k) Account Holder Zip code

25) Select "Next."

26) Verify:

- a) The total fee, this will include a \$2.00 portal administration fee.
- b) The Account Details (routing number and account number) and Account Details (name and address). If either is incorrect, click the "Edit" link to the right of the section.

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- 27) Select "Pay Now" to process the payment if the information is correct. **Please note: The service may take a few moments to process. Avoid clicking the "Pay Now" button multiple times to avoid duplication of payment.**
- 28) **Thank you for your payment!** Please print and save a copy of the receipt (with the Confirmation Number) for your records; it is proof of your completion of the State requirements for Tier2 Inventory Reports. There is the option to email a copy of the receipt from this page.
- 29) **Note: Submission to LEPC's and Fire Departments** - To meet all state and federal requirements a copy of the report must also be submitted annually to the Local Emergency Planning Committees (LEPC) for the County where the facility is located and the local Fire Department having jurisdiction for response to the facility. No fee is required to submit Tier2 reports to the LEPC or Local Fire Department.
- a) Most, but not all LEPCs require electronic submission of Tier2 reports, a complete list "LEPC Tier2 Inventory Reporting Contact Information" can be found at the end of this packet.
 - i) For those LEPC's with an email listed simply email Facility Name, Tier2 Contact Information, and the .t2s file created in the EPA's Tier2Submit2013 program. A downloadable version of the LEPC Contact Information list containing email hyperlinks can be found in the document library on KYEM's SARA Title III website: <http://kyem.ky.gov/planning/sara>.
 - ii) For those LEPC's that do not require electronic submission send Facility Name / Tier2 Contact Information / & a printed copy of your tier2 report via USPS or comparable mailing service.
 - b) Fire Departments in KY still require a hard copy report.
- 30) Click "Continue"
- 31) **Thank You!** Click "Log Off"

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Submit an Invoice - is the only option for Government Facilities.

32) Verify and/or enter the owner/operator and billing information as you would like it displayed on the invoice:

- a) Owner/Operator Name
- b) Facility/Parent Company Name
- c) Billing Address 1
- d) Billing Address 2 (*not required*)
- e) Billing City
- f) Billing State
- g) Billing Zip code

33) Click "Submit."

Important: Download and save a copy of the invoice for your records.

34) **Note: Submission to LEPC's and Fire Departments** - To meet all state and federal requirements a copy of the report must also be submitted annually to the Local Emergency Planning Committees (LEPC) for the County where the facility is located and the local Fire Department having jurisdiction for response to the facility. No fee is required to submit Tier2 reports to the LEPC or Local Fire Department.

- a) Most, but not all LEPCs require electronic submission of Tier2 reports, a complete list "LEPC Tier2 Inventory Reporting Contact Information" can be found at the end of this packet.
 - i) For those LEPC's with an email listed simply email Facility Name, Tier2 Contact Information, and the .t2s file created in the EPA's Tier2Submit2014 program. A downloadable version of the LEPC Contact Information list containing email hyperlinks can be found in the document library on KYEM's SARA Title III website: <http://kyem.ky.gov/planning/sara>.
 - ii) For those LEPC's that do not require electronic submission send Facility Name / Tier2 Contact Information / & a printed copy of your tier2 report via USPS or comparable mailing service.
- b) Fire Departments in KY still require a hard copy report.

35) Click "Next."

36) **Thank You!** Click "Finish/Log Off" and close the window.

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Submitting a Mid-Year Update

Facilities may choose to use this option and "Submit mid-year Tier2 update" only if they have already paid ALL 2015 fees as part of a previous submission. There will be no fees associated with this submittal. This submission does not fulfill any of the legal requirements associated with the annual Tier2 Reporting (due between Jan 1st and Mar 1st) set forth in EPCRA or KRS 39E.

- 1) Enter the following URL to access the online submission application:
<https://secure.kentucky.gov/kyem/tier2submission>
- 2) Click "Start"
- 3) Enter your user name and password and click "Sign In!"
- 4) Review and verify or update the Tier2 Submitter Contact Information:
- 5) Click "Save and Continue"
- 6) Click "Browse" to find the file you updated using the EPA's Tier2 Submit program. This must have a .t2s extension; select the file by double-clicking.
- 7) Choose "Upload Type" - **"Update to a previously uploaded 2014 Submission"**
- 8) Click "Upload"
- 9) Select "Submit mid-year Tier2 update"
- 10) Review and confirm facility information for each facility contained within the file you uploaded. All information is pulled directly from the file you uploaded.
- 11) Click "Submit Update"
 - a) You will be prompted, **"Are you sure you want to submit this replacement?"**
 - b) Clicking OK will replace the last file submitted for your facility (ies) with the current. All previous data files will be removed.
- 12) Click "Finish"

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Submitting to LEPC's and Fire Departments

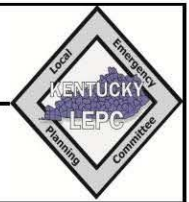
Submission to LEPC's and Fire Departments - To meet all state and federal requirements a copy of the report must also be submitted annually to the Local Emergency Planning Committees (LEPC) for the County where the facility is located and the local Fire Department having jurisdiction for response to the facility. No fee is required to submit Tier2 reports to the LEPC or Local Fire Departments.

Most, but not all LEPCs require electronic submission of Tier2 reports, a complete list "LEPC Tier2 Inventory Reporting Contact Information" can be found at the end of this packet.

- a) For those LEPC's with an email listed simply email Facility Name / Tier2 Contact Information / & the .t2s file created in the EPA's Tier2Submit2014 program. A downloadable version of this list that contains email hyperlinks can be found in the document library on the website <http://kyem.ky.gov/planning/sara>.
- i) **Facility Owners:** If you receive an undeliverable notice from any listed LEPC contact **PLEASE** email the State LEPC Program Manager A.S.A.P.: tier2kyem@gmail.com. Thank You!
- b) For those LEPC's that do not require electronic submission send Facility Name / Tier2 Contact Information / & a printed copy of your tier2 report via USPS or comparable mailing service.
- c) Fire Departments in KY still require a hard copy report.



2015 LEPC Contact Information for Tier2 Inventory Reporting



County	Requires Eletronic Submission	Email Facility Name, Tier2 Contact Information, and the .t2s File created in the EPA's Tier2Submit2014 to the Email address listed. If a mailing address is listed send Facility Name, Tier2 Contact Information, and a printed copy of the Tier2 Report via USPS or comparable mailing service.	
Adair	YES	Greg Thomas	gregthomas541@gmail.com
Allen	YES	Gary Petty	Gary.petty@sunproductscorp.com
Anderson	YES	Bart Powell	bart.powell@roadrunner.com
Ballard	YES	Travis Holder	ballardoem@brtc.net
Barren	YES	Tony Richey	trichey@glasgow-ky.com
Bath	NO	Stephanie Stewart	Bath County LEPC, 648 Kendall Springs, P. O. Box 735, Owingsville, KY 40360
Bell	YES	BJ Barnett	bjbarnett@gmail.com
Bourbon	NO	Mike Withrow	Bourbon County LEPC, 525 High St. Paris, KY 40361
Boyd	YES	Brent Webster	Tier2@boydcoem.net
Boyle	YES	Mike Wilder	mwilder@boyleky.com
Bracken	YES	Fred N. Reynolds	brackencoem@gmail.com
Breathitt	YES	CHRIS FRILEY	cfriley@setel.com
Breckinridge	YES	Cathy Moore	BreckinridgeLEPC@aol.com
Bullitt	YES	Michael Phillips	bullittlepc@bcmakym.com
Butler	YES	Terry Hunt	Hunt5488@yahoo.com
Caldwell	YES	David Crenshaw	gcrenshaw56@gmail.com
Calloway	YES	William Call	CallowayEM@murray-ky.net
Carlisle	YES	Carissa Viniard	ccoem@ccfcky.com
Carroll	NO	Ed Webb	Carroll County LEPC, 829 Polk Street, Carrollton, KY 41008
Carter	YES	thomas thompson	Toocold252002@yahoo.com
Casey	NO	Rick Wesley	Casey County EM, 2506 Rouse Branch Road, Liberty, KY 42539
Christian	YES	Cecelia Cloos	ccem@hesenergy.net
Clark	YES	Paige Adkins	paige.adkins77@yahoo.com
Clay	YES	David Watson	David.watson@ahss.org
Clinton	YES	Lonnie Scott	clintonkyem@gmail.com
Crittenden	YES	Heath Martin	heathm@rocketmail.com
Cumberland	NO	Greg Carey	Cumberland County LEPC, PO Box 280, Burkesville, KY 42717
Daviess	NO	Vicky Connor	Daviess County LEPC, 212 St. Ann Street, Suite 205, Owensboro, KY 42303
Edmonson	YES	Patrick Prunty	ecemprunty@windstream.net
Elliott	YES	Jim Skaggs	jimskaggsem@gmail.com
Estill	YES	Ronnie Riddell	ronnie.riddell@estillcountyema.com
Fayette	YES	Steve Jackson	sjackson@lexingtonky.gov
Fleming	NO	Dwayne Price	Fleming County LEPC, 201 Court Square, Flemingsburg, KY 41041

Floyd	YES	Jim Caldwell	fcemjim@hotmail.com
Franklin	YES	Tom Russell	trussell@frankfort.ky.gov
Fulton	NO	Hugh Caldwell	Fulton County LEPC, 2216 Myron Cory Drive Suite 1, Hickman, KY 42050
Gallatin	YES	Barry Alexander	Gallatin850@gmail.com
Garrard	YES	Wendell Hatfield	garrard.ema@gmail.com
Grant	NO	John Snawder	Grant County LEPC, 101 North Main St., Williamstown, KY 41097
Graves	YES	Don Costello	gclepc@gmail.com
Grayson	YES	Ernie Perkins	ernieperkins375@yahoo.com
Green	YES	Anne Matney	matney@windstream.net
Greenup	YES	Dennis Bass	greenupoem@zoominternet.net
Hancock	YES	Rick Montague	ema@hancockky.us
Hardin	YES	Doug Finlay	emdiretor@hardin.co
Harlan	YES	Rhonda Pacholewski	harlan.lepc@gmail.com
Harrison	YES	Joey Nelson	hcema@roadrunner.com
Hart	YES	Kerry McDaniel	kerry@scrtc.com
Henderson	YES	Larry Koerber	lkoerber@hendersonky.us
Henry	YES	Jody Rucker	jodyrucker@hotmail.com
Hickman	YES	Shadd Byassee	hcrd@ken-tennwireless.com
Hopkins	YES	Frank Wright	ema@twc.com
Jackson	YES	Greg Hayes	ghayesjcem@prtcnet.org
Jefferson	YES	Jim Bottom	Jim.Bottom@louisvilleky.gov
Jessamine	YES	Johnny Adams	jessaminecokyema@gmail.com
Johnson	YES	Gary McClure	garymcclure@cityofpaintsville.net
Knott	YES	Jeff Blair	knottcountycoroner@yahoo.com
Knox	YES	Mike Mitchell	kcemdir@gmail.com
Larue	NO	Dennis Wells	Larue County Emergency Management, 209 West High Street Suite 5, Hodgenville, KY 42748
Laurel	YES	Albert Hale	laurelcoem@gmail.com
Lawrence	YES	Harold E Slone	lawcokyem@gmail.com
Lee	NO	Eugene Barrett	Lee County LEPC, PO Box G, Beattyville, KY 41311
Leslie	YES	Phyllis Pennington	phyllis_ky42@yahoo.com
Letcher	YES	Paul Miles	pmilesem@yahoo.com
Lewis	YES	Carl Chaney	carld.chaney@gmail.com
Lincoln	YES	Don Gilliam	lincolnema@lincolnky.com
Livingston	YES	Brent Stringer	tbrent1001@hotmail.com
Logan	YES	Rodney Harkleroad	logancountymgmt@bellsouth.net
Lyon	YES	Randy Reed	lyoncountykylepc@gmail.com
Madison	YES	Bryan Makinen	Bryan.makinen@eku.edu
Magoffin	NO	Paul Howard	Magoffin County LEPC, P.O. box 640, Salyersville, KY 41465
Marion	YES	Hayden Johnson	hjohnson98@yahoo.com
Marshall	YES	Darlene Lynn	darlene.lynn@marshallcountky.gov
Martin	YES	KC Fitch	Kc.fitch@yahoo.com
Mason	YES	Wayne Muse	mcem@maysvilleky.net
McCracken	YES	Lori Thompson	lthompson@co.mccracken.ky.us
McCreary	NO	Rudy Young	McCreary County EM, PO Box 275, Stearns, KY 42647
McLean	YES	David A. Sunn	mcleancoema@gmail.com

Meade	YES	Ron Dodson	meadeema@bbtel.com
Menifee	YES	Jennifer Rogers	menifee127@gmail.com
Mercer	NO	Mike Burke	Mercer County LEPC, 207 West Lexington Street, Harrodsburg, KY 40330
Metcalfe	YES	Emory Kidd	edkidd@scrtc.com
Monroe	YES	Ricky Richardson	eoc@mcmccares.com
Montgomery	YES	Wesly Delk	wesleye.delk@ky.gov
Morgan	YES	Jim Gazay	jenkins_268@hotmail.com
Muhlenberg	YES	Keith Putnam	muhlenbergema@gmail.com
N. KY	YES	Bill Fletcher	bfletcher@boonecountyky.org
Nelson	YES	Joe Osborne	josborne@bardstowncable.net
Nicholas	YES	Calvin R. Denton	crd212@lycos.com
Ohio	YES	Savanna Vaughn	emassist@ohiocountyky.gov
Oldham	YES	Kevin Nuss	knuss@oldhamcountyky.gov
Owen	YES	Chase A. Duvall	jvfd_chief@hotmail.com
Owsley	YES	Jason Jackson	jjackson1977@yahoo.com
Pendleton	YES	Mike Moore	pcema@blueone.net
Perry	YES	John Epperson	johnnepperson@live.com
Pike	YES	Peter F. Newsom	pedro@rogerspetroleum.com
Powell	NO	Danny McCormick	Powell County EM, 56 Atkinson St., Stanton, KY 40380
Pulaski	NO	Tiger Robinson	Pulaski County LEPC, 180 Oak Leaf Lane, Somerset KY, 42503
Robertson	YES	Tryo Martin	robertsoncountym@gmail.com
Rockcastle	YES	Howell Holbrook	howell.holbrook@gmail.com
Rowan	YES	Ronnie Day	rowanem1@gmail.com
Russell	NO	HM Bottom	Russell County LEPC, P.O. Box 672, Russell Springs, KY 42642
Scott	YES	Jack Donovan	scottema@roadrunner.com
Shelby	YES	Paul Whitman	paul.whitman@shelbycoky.com
Simpson	YES	Robert J "Bob" Palmer	rpalmer@simpsoncounty.us
Spencer	YES	Jeff Coulter	jeffcoulter@spencercountyky.gov
Taylor	YES	Bill Hall	cfd42718@gmail.com
Todd	NO	Tim Pulley	Todd County LEPC, P.O. Box 310 Elkton, KY 42220
Trigg	YES	Paula Flood	paulac.flood@att.net
Trimble	YES	Ronnie McCane	mccanetcem@aol.com
Union	YES	Vernon Martin	vernon.martin@unioncountyky.org
Warren	YES	Brooke Blair	tier2@wcem.org
Washington	YES	Kevin Devine	wcoem@bellsouth.net
Wayne	YES	Dewayne Perkins	wcems404@hotmail.com
Webster	YES	Jeremy Moore	websterema@bellsouth.net
Whitley	NO	Danny Moses	Whitley County LEPC, P.O. Box 237 Williamsburg, KY 40769
Wolfe	YES	Rebecca Long	wolfecoema@yahoo.com
Woodford	YES	Keith Slugantz	eoc@woodfordem.com

Facility Owners: If you receive any undeliverable notices from the listed LEPC Contacts PLEASE email the State LEPC Program Manager A.S.A.P.: tier2kyem@gmail.com Thank You!

Northern Kentucky LEPC (NKY) consists of Boone, Campbell, & Kenton Counties.

